



Board of Directors Meeting
Thursday, April 3, 2025 – 8:30 AM
Capital Region PA CareerLink® - 100 N. Cameron Street, Harrisburg, PA 17101
Zoom Videoconference:
<https://us02web.zoom.us/j/89866514673>

MEETING MINUTES

MEMBERS PRESENT

Jeffrey Boswell (Chairperson); Michael Ross (Vice Chairperson); Brian Dailey, Robin Russell

Virtual: Andrew Williford (Secretary/Treasurer); Keith Baker, Matthew Campbell, Sharon Hagenberger, Jon O'Brien, Carl Phinney, Sully Pinos, Richard Scott, Tara Toms, Clifton Van Scyoc

STAFF AND OTHERS PRESENT

Jesse McCree, Chief Executive Officer; Katie Lentz, Chief Operations Officer; Todd F. Truntz, Solicitor; Hillary Lyle, Director of Strategic Initiatives; Stephanie Predko, Director of Programs; Ralph Wolf, Director of Finance; Katie Conaway, Office Manager; Nicola Overton, Matthew Ross, Judy Santiago, Sean Stanbro, Delsie Calaman, Soroya Tucker, John Harlow, Jaelyn Tucker, Alexis Maglione

Virtual: Chris Bonneau, Courtney Day, Stacy Keller, Whitney Matthews, Saranne Miller, Samuel Ortiz, Cynthia Picht, Shauna Ventress, Bridget Wolf, Michelle O'Bradovic, Tina Piper, Aubriana Haldaman, Patrick Wade, Carrie Spaid, Shana Scott, Donald Doughty, Gregory McFalls, Rachel Sheaffer, Melanie Erb, Oversight Services, Bureau of Workforce Development Administration

I. WELCOME/CALL TO ORDER

Noting that a quorum was present, Chairperson Boswell called the meeting to order at 8:38 a.m.

II. CALL FOR PUBLIC COMMENT

Chairperson Boswell called for public comment. Public comment was presented by two (2) PA CareerLink® participants: Jaelyn Tucker and Alexis Maglione. Ms. Tucker and Ms. Maglione shared their success stories with the Paid Work Experience (PWE) they received through the services provided by PA CareerLink®.

III. CONSENT AGENDA

A. *Approval of February 6, 2025 meeting minutes*

Chairperson Boswell presented the Consent Agenda containing the February 6, 2025 Board meeting minutes to the Board of Directors for approval.

After discussion, on motion duly made by Brian Dailey and seconded by Michael Ross, it is:

RESOLVED, that the Consent Agenda is hereby approved.

(Motion carried unanimously; there were no abstentions.)

IV. **APPROVAL OF BYLAWS** *(From Executive Committee on January 30, 2025)*

CEO McCree introduced a draft of the revised Bylaws previously provided to the Board on March 3, 2025, with a memorandum summarizing proposed updates. Solicitor Todd Truntz reviewed the proposed revisions, which include changes to comply with the revised Local Governance Policy and various functional updates. The Solicitor noted that the draft Bylaws were approved by the Local Elected Officials at the SouthCentral LEO meeting on February 7, 2025.

After discussion, on motion duly made by Michael Ross and seconded by Andrew Williford, it is:

RESOLVED, that the amended and restated Bylaws of South Central Workforce Investment Board, as approved by SouthCentral LEO and as presented to the Board, are hereby approved.

(Motion carried thirteen to one with Richard Scott opposed.)

V. **RATIFICATION OF TRANSFER OF FUNDS** *(From Executive Committee on April 1, 2025)*

CEO McCree presented a proposed transfer of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funds to the WIOA Adult program category, indicating that the Bureau of Workforce Development Administration (BWDA) allows the annual transfer of funds from the Dislocated Workers category to the Adult category to ensure full expenditure. It was noted that Dislocated Worker funds can be spent on Adult programs, but Adult funds cannot be spent on Dislocated Worker programs. SCPa Works staff recommends approval of up to 75% of the remaining Dislocated Worker funds, no more than \$750,000, to be transferred to the Adult program funding category.

After discussion, on motion duly made by Clifton Van Scyoc and seconded by Brian Dailey, it is:

RESOLVED, that a transfer of up to 75% of the remaining WIOA Dislocated Worker program funds to the WIOA Adult program fund category is hereby approved.

(Motion carried unanimously; there were no abstentions.)

VI. RATIFICATION OF COMCAST/ U.S. CONFERENCE OF MAYORS \$75,000 SUBAWARD TO SCPa WORKS *(From Executive Committee on April 1, 2025)*

CEO McCree presented two (2) grant sub-awards to SCPa Works, including a \$75,000 grant funded through a partnership between Comcast Corporation and the U.S. Conference of Mayors through the City of York, and a separate \$10,000 from Comcast Corporation. Through an existing partnership between SCPa Works, the PA CareerLink®, York County Prison, and the York County Reentry Opportunity Center (the “ROC”), this funding will be utilized to expand services to include digital literacy training as part of a more extensive workforce development partnership to advance the skills and education of individuals impacted by the criminal justice system.

After discussion, on motion duly made by Clifton Van Scyoc and seconded by Andrew Williford, it is:

RESOLVED, that an agreement with the City of York, Pennsylvania, memorializing the terms of a \$75,000.00 grant to SCPa Works funded by a partnership between Comcast Corporation and the U.S. Conference of Mayors is hereby approved.

(Motion carried unanimously; there were no abstentions.)

VII. COMCAST \$10,000 SUBAWARD TO SCPa WORKS

CEO McCree acknowledged a sub-award to SCPa Works for \$10,000 from Comcast Corporation and explained that the unrestricted donation will likely be used with the \$75,000 Comcast Corporation/U.S. Conference of Mayors partnership grant to expand digital literacy services to individuals impacted by criminal justice.

VIII. APPROVAL OF CONTRACT MODIFICATIONS *(From Executive Committee on April 1, 2025)*

- A. One-Stop Operator (OSO) Contract– Equus Workforce Solutions
- B. Business Services Consultant (BSC) Contract – Equus Workforce Solutions

CEO McCree introduced proposed funding modifications to the current One-Stop Operator (OSO) contract and to the current Business Services Consultant (BSC), a summary of each was previously provided to the Board. The Board approved the original OSO contract in an amount not to exceed \$675,000 and the original BSC contract in an amount not to exceed \$1,000,000 on May 9, 2024. The BSC contract was later reduced to \$870,000, which was reflected in a contract modification signed on October 1, 2024. The contract modifications are requested by Equus Workforce Solutions to ensure adequate funding of program needs, and re summarized as follows:

The amount of \$55,000 shall be transferred from the OSO contract to the BSC contract and allocated as follows:

- \$25,000.00 from the OSO WIOA Adult Title I funding to the BSC Adult Funding
- \$5,000.00 from the OSO Dislocated Worker funding to the BSC Dislocated Worker Funding
- \$25,000.00 from the OSO Out-of-School Youth (OSY) funding to the BSC Out-of-School Youth (OSY) Funding.

After discussion, on motion duly made by Carl Phinney and seconded by Michael Ross, it is:

RESOLVED, that a modification of the Business Services Consultant (BSC) contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions, as modified on October 11, 2024, to reflect a revised amount not to exceed \$925,000.00 for business services programs, and a modification of the current One Stop Operator (OSO) contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions to reflect a revised amount not to exceed \$620,000 for One-Stop Operator services, reflecting a transfer of the total of \$55,000.00 from the OSO contract to the BSC programs set forth above is hereby approved.

(Motion carried unanimously; there were no abstentions.)

IX. *APPROVAL OF CONTRACT* *(From Executive Committee on April 1, 2025)*

A. Agreement with ApprenticeScope

Prior to addressing the remaining action items, the Solicitor reminded the Board of the importance of abstaining from participating in deliberation and voting on any matters that may present an actual conflict of interest or the appearance of conflicts of interest, such as an ownership or employment interest in a vendor, or having a family member with such an interest. The Solicitor directed Board members to voice their abstention in such instances.

CEO McCree provided an overview of an agreement with ApprenticeScope, which was provided to the Board prior to the meeting. The agreement involves purchasing software for the registered apprenticeship program. SCPa Works is requesting that ApprenticeScope receive a contract not to exceed \$11,535 to provide software to registered apprenticeship program participants, with a term of June 15, 2025 through June 14, 2027.

After discussion, on motion duly made by Brian Dailey and seconded by Michael Ross, it is:

RESOLVED, that a contract in the amount of \$11,535.00 with ApprenticeScope, Inc. for the provision of software services for registered apprenticeship program participants for a term beginning June 15, 2025 through June 15, 2027, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

X. *APPROVAL OF REQUEST FOR QUOTE (RFQ) AWARDS* *(From Executive Committee on April 1, 2025)*

A. Workforce Innovation and Opportunity Act (WIOA) – Annual Fiscal Audit Service Provider – Maher Duessel

CEO McCree updated the Board on the WIOA annual fiscal audit service provider RFQ. SCPa Works received two proposals in response to the RFQ. SCPa Works staff completed a thorough review of the proposals. SCPa Works staff recommends that Maher Duessel be awarded a contract, upon approval BWDA, in an amount not to exceed \$45,000 annually to provide WIOA annual fiscal audit services for a term beginning July 1, 2025 through June 30, 2026, to be renewed annually based on funding allocations and performance.

After discussion, on motion duly made by Andrew Williford and seconded by Robin Russell, it is:

RESOLVED, that a contract with Maher Duessel in an amount not to exceed \$45,000.00 for the provision of annual fiscal audit services, for a term beginning July 1, 2025, through June 30, 2026, with two (2) annual one-year renewal options based on funding and performance, is hereby approved, subject to final approval by BWDA.

(Motion carried unanimously; there were no abstentions.)

B. Digital Literacy Services for Justice-Impacted Individuals in Dauphin and York County Service Provider – Equus Workforce Solutions

CEO McCree updated the Board on the digital literacy services for justice-impacted individuals in Dauphin and York Counties service provider RFQ. SCPa Works issued an RFQ award to Harrisburg University in the amount of \$45,000 on November 7, 2024. Due to unforeseen circumstances, Harrisburg University cannot fulfill the program services at this time, and the \$45,000 previously awarded is now being reissued to a different service provider.

SCPa Works received three proposals in response to the RFQ. SCPa Works staff completed a thorough review of the proposals. SCPa Works staff recommended that Equus Workforce Solutions be awarded a contract not to exceed \$45,000 to provide digital literacy program services for justice-impacted individuals in Dauphin and York Counties for a term beginning April 1, 2025, through April 30, 2026.

After discussion, on motion duly made by Robin Russell and seconded by Sharon Hagenberger, it is:

RESOLVED, that a contract with Arbor E&T, LLC d/b/a Equus Workforce Solutions in an amount not to exceed \$45,000.00 for the provision of digital literacy program services for justice-impacted individuals in Dauphin and York Counties for a term beginning April 1, 2025 through April 30, 2026, is hereby approved.

(Motion carried unanimously; there were no abstentions.)

XI. APPROVAL OF POLICIES *(From Executive Committee on April 1, 2025)*

- A. Personnel Policy and Procedure Manual – Health and Infectious Diseases (new policy - replacing COVID)
- B. Personnel Policy and Procedure Manual – Hybrid/Remote Work (updated policy – combined with Work Schedules)

CEO McCree presented proposed updates to the Personnel Policy and Procedure Manual, including a new Health and Infectious Diseases policy that will replace the existing COVID policy and a new Hybrid/Remote Work Policy, which was combined with the Work Schedules policy and includes revisions requiring Board approval. A summary of the policy review updates and the updated policies was previously provided to the Board.

CEO McCree advised that the last significant update to the Personnel Policy and Procedure Manual occurred at the Board Meeting held on February 6, 2025, except for three policies that required further review: COVID, Work Schedules, and Hybrid/Remote. The COVID policy was largely outdated and replaced with a new Health and Infectious Diseases policy. The Work Schedules policy was a short policy already covered in the Remote/Hybrid Work policy and will be removed from the policy manual. The Remote/Hybrid Work was updated to include minor grammar and structural changes, and the content was rephrased to provide clarity. SCPa Works staff members and the Solicitor reviewed both policies.

After discussion, on motion duly made by Robin Russell and seconded by Sharon Hagenberger, it is:

RESOLVED, that the Health and Infectious Diseases and Remote/Hybrid Work policies as presented to be incorporated into the Personnel Policy and Procedure Manual are hereby approved.

(Motion carried unanimously; there were no abstentions.)

XII. EXECUTIVE COMMITTEE REPORT

Chairperson Boswell reported that the Executive Committee held its regular meeting on April 1, 2025. The items on the agenda for approval at today's Board meeting were all reviewed and approved by the Executive Committee prior to presentation to the full Board.

XIII. ADMIN-FINANCE COMMITTEE REPORT

Andrew Williford, Chairperson of the Administration and Finance Committee, reported that the agenda items were reviewed at the Committee's last meeting on March 30, 2025.

A. Approval of Financial Statements

Director of Finance Ralph Wolf presented the financial statements previously provided to the Board members. The Summary of Grant Expenditures report through February 28, 2025, details each grant, highlights actual carryforward and allocations, expenditures, and remaining

funds, and identifies the contract end date for each grant and the percentage of funds expended. Mr. Wolf highlighted each grant and provided an overview of the 2024 – 2025 program year third quarter expenditure percentages.

Mr. Wolf presented the Statement of Revenues and Expenditures through February 28, 2025.

Mr. Wolf concluded with an overview of the Statement of Operational Budget Analysis and noted that 63.88% of the budget is expended, which is on track for this point in the program year.

After discussion, on motion duly made by Michael Ross and seconded by Andrew Williford, it is:

RESOLVED, that the financial reports through February 28, 2025 are hereby accepted and approved, subject to any minor revisions or adjustments that may be necessary as a result of an audit.

(Motion carried unanimously; there were no abstentions.)

XIV. CEO REPORT

CEO McCree presented a report to the Board of Directors. He advised the Board of a proposed budget cut of approximately \$1,000,000 and its possible implications to service delivery if it is finalized. Mr. McCree indicated that the workforce service delivery system is evolving from “brick and mortar” locations to online and hybrid venues and proposed that funding reductions are likely to accelerate this process. SCPa Works is currently working on ways to adjust to proposed funding reductions.

CEO McCree highlighted the National Association of Workforce Boards (NAWB) proposed policy priorities for the 119th Congress and the NAWB forum highlights from its recent conference in Washington, D.C. CEO McCree concluded with highlights of SCPa Works’ impact in the local area by reviewing statistics on staff-assisted program completers served, estimated annual earnings for employed individuals, employment percentages, and non-federal dollars raised.

XV. ADJOURNMENT

The Chairperson adjourned the meeting at 10:09 a.m. following a motion made by Brian Dailey and passed unanimously.